19 August 1952

MEMORANDUM

1. Effective as early as is convenient for you, all
P/ reports other than OB will be submitted typed on paper
with six carbon copies. The body of the report will be
strictly without:

    a. Cross reference to P/ or other reports, or

    b. Operational information of any kind - i.e., source
cryptonyms; status of subsource; method of obtaining the
information; previous connections or implication of any of the
subjects, sources, or subsources with our or ⌐_   ⌐
operations; or to briefs from me or ⌐   ⌐

2. Necessary reference to data, other than personality
traces (see para 3f below), previously submitted will be made,
in the body of the report, in the form of source or subsource
comment as is presently being done in the OB P/ reports.
These comments will be keyed, as on the OB reports, by a
system of asterisks to the cover sheet described below.

3. Each report will carry a cover sheet similar to the
OB P/ report cover sheet except that it will contain <u>considerab</u>
more operational detail than the OB report cover sheets. This
will unfortunately place a serious additional burden on you,
at least initially, but it will be necessary in view of the
wider variety of less well known subsources and the nature of
tze material reported - counter intelligence for the most part.
In addition to the information now included on OB report cover
sheets, the cover sheets of non OB P/ reports will contain:

    a. Method of obtaining the report - i.e., theft, regul
informant, witting informant, unwitting informant, police repo:
analysis of such overt sources as press or public speeches.

    b. Source identification (e.g.: PP-1, HH-1, CC-2) and
<u>detailed</u> subsource (and, if applicable, sub-subsource)
description, taking nothing for granted and identifying sub-
source sufficiently that he may be fully identified without
further reference to the files.

<u>For example:</u>

NOT: Subsource: "ZZ-186" or "a police subsource" or
"a subsource employed as a secretary by BEDOC
Innsbruck" or "an employee of Salzburger Wurst-
anzeiger" or "subsource" or "the principal
agent of proposed Project Maldemer".

BUT: Subsource: Frl.Traum von Gestern, assistant
bookkeeper in the domestic sales department
of the Grödig office Weichstahl GmbH. She has
been a regular, paid source for XX-1 for two and
a half years, and was able to steal the information
for this report from the desk of the chief book-
keeper, Karl-Heinz HEINZ.

c. Evaluation of source, subsource, and content.

   (1) <u>Content</u>: <u>Your</u> evaluation, on the following scale

      Documentary
      Probably true
      Possibly true
      Doubtful
      Cannot evaluate

   (2) <u>Source</u>: Your evaluation, on the following scale,
and bearing in mind that your evaluation covers
not only his honesty but also his reporting
competence in the subject concerned:

      Thoroughly trustworthy
      Usually trustworthy
      Fairly trustworthy
      Usually untrustworthy
      Thoroughly untrustworthy

   (3) <u>Subsource</u>: Source's evaluation of subsource on
the same scale as above. If you agree with his
evaluation, no further comment is required.
If you disagree, add your evaluation as a comment
e.g.: "Although I agree in general with ZZ-1's
views as to subsource's technical competence
and the accessibility to him of his material, I
believe that in view of subsource's known weak-
ness for a quick Groschen ZZ-1 is overrating
his honesty."

d. In the form of comment, any restrictions on the use of the material, including injunctions against its release to other friendly agencies.

e. References, keyed to source or subsource comments as on OB P/ reports.

f. Severly summarized, consolidated personality traces, included as attachments to the basic report and strictly without references. P/reports or memoranda from which traces are compiled will be listed on the cover sheet without being keyed to the traces. This procedure again will add a very large but temporary, burden. It is necessary, however, in order to build up the files of local users on your reports without maintaining an apparent continuity with the reports as they were previously handled.

4. In line with the last comment in the preceding paragraph in order to disguise further the fact that your reports are identical with the P/reports previously passed to some local users, a definite effort should be made to change the style and appearance of your reports. This does not mean that you need to labor over each report to make it grammatically and stylistically correct. You need, in fact, to give no more attention to this aspect than you normally do. However, a close duplication of our usage in the matter of setting up your pages would in itself give them an entirely new cast. Particular attention should be paid to paragraphing to achieve this effect, and the Style Book which you have been furnished should be followed as closely as possible in the matter of page composition.

5. Separate instructions on the preparation of operational reports will follow shortly.

RPG